



Finance Committee Meeting Minutes

March 10, 2014 7:00PM, Community Room

Tyngsborough Town Hall

Tyngsborough, Massachusetts

Members Present: Robert Mullin, Chairman (RM)
Darryl Wickens, Vice Chair (DW)
Scott Hammer, Secretary (SH)
Chris Mellen (CM)
Paul Morin (PM)

Attendees (joint session): Michael Gilleberto, Town Administrator
Nina Nazarian, Assistant Town Administrator
Kerry Colburn-Dion, Finance Coordinator
Therese Gay, Administrative Assistant
Karyn Puleo, Board of Selectmen
Robert Jackson, Board of Selectmen
Rick Reault, Board of Selectmen
Corliss Lambert, Board of Selectmen

Presenters: Rony Camille, Media Director

DW made a motion to come into session at 7:07 pm, CM seconded all in favor 5-0-0.

Item 1: Joint Budget Hearing #4 (with Board of Selectmen)

Supporting documents

A. FY 2015 Budget Requests, including non-level-funding items, for the following Departments:

Department 910, Employee Benefits
Department 940, Other Unclassified (Insurance Premiums)
Department 710, Retirement of Debt
Department 751, Interest on Long-Term Debt
Department 752, Interest on Short-Term Debt
Department 752, Interest on Short-Term Debt
Department 840, Other Intergovernmental Assessments

Department 193, Information Technology
Media Department

B. FY2015 Revenue Allocations

Employee Benefits: Kerry Colburn-Dion presented the Employee Benefits FY 2015 budget request. The FY 2015 base budget request of \$4,760,700 is approximately \$195,000 less than FY 2014. There were increases in contributions to the county retirement fund and workers comp insurance but these were offset by reductions in other benefits, including a close to 8% decrease in health insurance costs. New fees due to Affordable Care Act requirements have been accounted for in the budget.

Other Unclassified: Kerry Colburn-Dion presented the Other Unclassified FY 2015 budget request which covers town insurance premiums. The FY 2015 base budget request of \$239,500 is essentially the same as FY 2014. Slight decreases in property and liability and fire accident premiums were offset by an increase in the police accident premium.

Debt: Kerry Colburn-Dion presented the Debt FY 2015 budget request. The base budget for retirement of debt is \$876,000, a \$4,000 increase over FY 2014. An additional \$30,000 of non-exempt debt expenses was also requested for initial year interest and pay down of principal for anticipated FY 2015 capital expenses. The exempt debt for TES is planned to be paid off by 2025. All capital purchases for FY 2014 except for the Pierce Field concession stand have been bonded.

Employee Benefits: Kerry Colburn-Dion presented the Employee Benefits FY 2015 budget request. The FY 2015 base budget request of \$4,760,700 is approximately \$195,000 less than FY 2014. There were increases in contributions to the county retirement fund and workers comp insurance but these were offset by reductions in other benefits, including a close to 8% decrease in health insurance costs. New fees due to Affordable Care Act requirements have been accounted for in the budget.

Northern Middlesex Council of Governments (NMCOG): Michael Gilleberto presented the FY 2015 NMCOG assessment of \$3,156.34.

Public Buildings and Property: Michael Gilleberto presented the FY 2015 budget request for Public Buildings and Property. The base FY 2015 request of \$121,150 reflects an increase of \$5,400 from FY 2014. An additional \$15,500 was requested for expenses associated with the newly renovated Old Town Hall. RM inquired on whether a revolving account was in place for the collection of use fees for Old Town Hall; there is no separate account at this time and the fees collected have been minimal.

Information Technology: Michael Gilleberto presented the FY 2015 budget request for Information Technology. The base FY 2015 request of \$44,900 is essentially unchanged from FY 2014. An additional request of \$15,000 was made to replace the contracted services with a full-time IT coordinator. BOS and FC expressed concerns that this request may need to be increased.

Media: Rony Camille presented the Media budget for FY 2015. Media department expenses are funded by cable franchise agreements with Verizon and Comcast. The budget request included a capital request of \$30,000 which will need to be presented to the Capital Asset Management Committee.

Revenue Allocations: Michael Gilleberto presented the Revenue Allocations for FY 2015. Overall revenue growth is estimated at \$728,000. Of that growth, \$118,000 is absorbed by increased assessments, debt, and other fixed costs. An additional \$194,000 is available due to decreases in

employee benefit costs. Also, an additional \$88,300 is available from the \$400,000 in GLTHS permit fees which will be used to fund Tyngsborough's debt service for the GLTHS renovation and required staff time in the inspectional departments. The remaining funds will be placed into a stabilization fund for use in future year's expenses associated with the renovation.

The proposed revenue split of 31.25% municipal and 68.75% schools is unchanged from FY 2014. With the use of the Free Cash policy as well as a recommendation to allocate \$250,000 of free cash to prevent carryover of the snow/ice deficit, the current revenue shares are:

Municipal:	\$6,958,823
School:	\$18,075,545

The revenue allocations will need to be reconciled with budget requests as they are finalized.

Adjournment

CM made a motion to adjourn at 8:44 PM, seconded by PM. All in favor 5-0-0.

Prepared by: Scott Hammer, Finance Committee Clerk